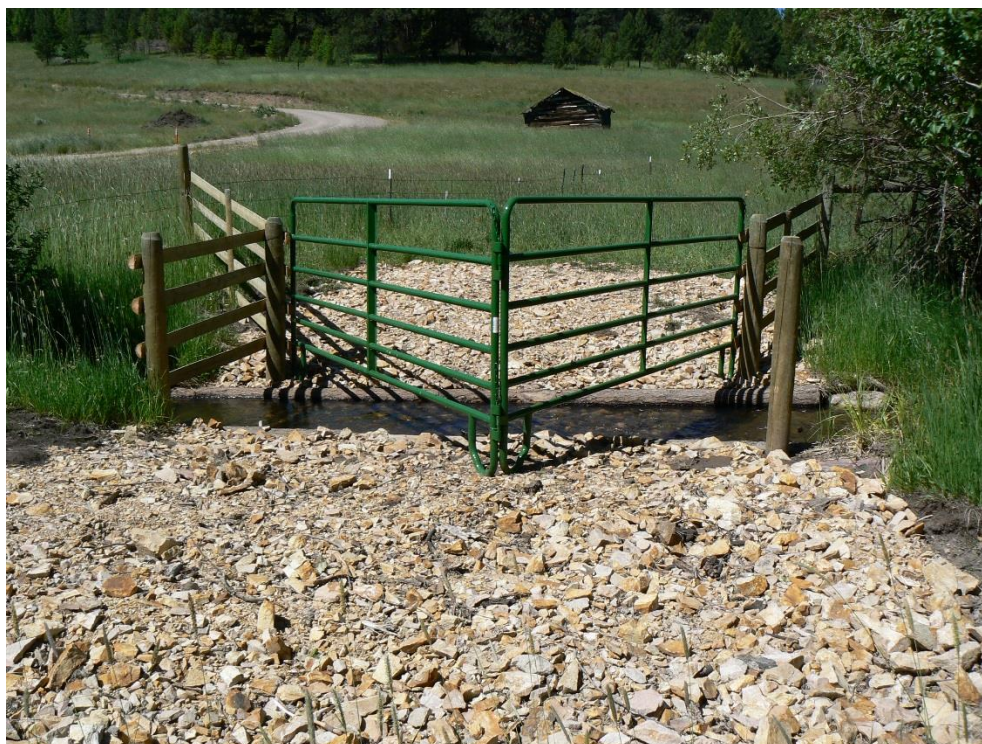




## CALL FOR APPLICATIONS

### FISCAL YEAR 2019 CLEAN WATER ACT SECTION 319 NONPOINT SOURCE PROGRAM

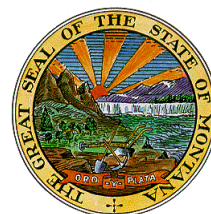


*Livestock Water Gap*

**June 1, 2018**

**Prepared by:**

Water Protection Bureau  
Montana Department of Environmental Quality  
1520 E. Sixth Avenue  
P.O. Box 200901  
Helena, MT 59620-0901





## SECTION 319 NONPOINT SOURCE PROJECT FUNDING SUMMARY

### Purpose

The goal of Montana's Nonpoint Source (NPS) Management Program is to protect and restore water quality from the harmful effects of nonpoint source pollution. The Montana Department of Environmental Quality (DEQ) is issuing this Fiscal Year 2019 Call for Applications (Call) to solicit requests for funding for projects that design and implement best management practices (BMPs) and foster community and individual interest in addressing NPS pollution.

### Funding Source

Funding for this program comes from the United States Environmental Protection Agency (EPA) under Section 319(h) of the Federal Clean Water Act (CWA).

### Total Funding Available

DEQ anticipates approximately \$900,000 in NPS project funds will be available for this Call, to be distributed by July of 2019.

### Individual Awards

The recommended range for NPS funding requests is \$10,000–\$300,000 per project. Most of the projects funded through this Call will be for on the ground restoration projects. However, DEQ will accept applications from groups willing to distribute funding as mini-grants for educational activities. DEQ intends to fund one educational mini-grant application at a maximum of \$30,000.

### Cost Share

A 40% cost share (match) is required. The match must be from non-federal sources (state, local, private), and may include in-kind donations. Use the following formula to calculate the amount of non-federal match required for your project.

$$((319 \text{ dollars requested})/.60) - (319 \text{ dollars requested}) = \text{required non-federal match}$$

### Project Sponsor Eligibility

All project sponsors must:

- Be either a governmental entity or a nonprofit organization. A governmental entity is a local, state, or federal organization that has been established and authorized by law. Nonprofit organizations are identified as having a tax exempt declaration of 501(c)(3) from the Internal Revenue Service.
- Have a current DUNS number. Data Universal Numbering System (DUNS) numbers may be obtained from the following website: <http://fedgov.dnb.com/webform/index.jsp>
- Be registered with the federal System for Award Management (SAM). The SAM registration website is <https://www.sam.gov>
- Be registered with the Montana Secretary of State. All project sponsors must be registered with the Montana Secretary of State to do business in the state of Montana. Registration with the Secretary of State may be completed via the following website: <http://sos.mt.gov/business/toolkit/index.asp>

- Have the necessary liability insurance and be in compliance with the Workers Compensation Act. Awardees will be required to demonstrate proof of liability insurance and compliance with the Workers Compensation Act prior to being awarded funding. Contact Brian Barnes, ([Brian.Barnes@mt.gov](mailto:Brian.Barnes@mt.gov) or 406 444-4205) for guidance on the type and level of insurance coverage necessary for your project.

## Project Eligibility

All projects must:

- Address nonpoint source pollution.
- Implement actions consistent with recommendations in the 2017 Montana Nonpoint Source Management Plan (<http://deq.mt.gov/Portals/112/Water/WPB/Nonpoint/Publications/Annual%20Reports/2017NPSManagementPlanFinal.pdf>).
- Implement activities or practices identified in a DEQ-accepted Watershed Restoration Plan (WRP). If you do not have a DEQ-accepted WRP by the Application deadline you must submit a draft prior to applying for funding. DEQ staff will review the draft and estimate the likelihood of it being ready for DEQ acceptance prior to January 31, 2019. Funds will not be awarded to projects that are not articulated in a DEQ-accepted WRP in by January 31, 2019. See <http://deq.mt.gov/Water/WPB/Nonpoint-Source-Program/Watershed-Restoration-Planning> for information on existing plans.
- Address impairments identified on Montana's 2018 List of Impaired Waters. In some instances, projects on streams that are not listed as impaired may be acceptable, if they reduce pollutant loading to an impaired, downstream receiving water.
- Be able to be completed within 3 years.

The following activities are NOT eligible for funding:

- Development of a Watershed Restoration Plan (WRP).
- Activities required as a condition of a point source (MDPES) discharge permit.
- Watershed characterization studies.
- Pollutant source identification.
- Water quality monitoring, except for monitoring the effectiveness of funded projects.
- Statewide education and outreach campaigns.
- Projects whose primary purpose is to protect infrastructure from natural stream channel migration.

## Schedule

Date	Event
6/1/2018	Issue of FY2019 Call for Applications
6/1/2018 through 8/31/2018	Project sponsors may contact DEQ to obtain input on project proposals and for review of draft applications
<b>9/10/2018, 2:00pm</b>	<b>Applications due to DEQ by 2:00 pm</b>
10/1/2018	Project Sponsor presentations and Evaluation by Agency Review Panel
10/26/2018	Notice of Intent to Award is sent to Project Sponsors
1/31/2019	Watershed Restoration Plans must be accepted by DEQ
June/July/August 2019	Funding becomes available

## Program Changes

Information in this FY2019 Call may be subject to change based on unforeseen changes to DEQ and U.S. Environmental Protection Agency (EPA) priorities. If changes become necessary, DEQ will post the changes on the NPS Program website at <http://deq.mt.gov/Water/WPB/Nonpoint-Source-Program/NPS-319-Project-Funding>.

## APPLICATION PROCEDURE

Complete each of the following steps as you prepare and submit your 319 funding application and supporting documents.

### STEP 1 – THOROUGHLY READ THE CALL FOR APPLICATIONS

Thoroughly read the Call, front to back. Write down any specific questions you have.

### STEP 2 – CONTACT A MEMBER OF THE NONPOINT SOURCE PROGRAM STAFF

This step is optional and up to the discretion of the Project Sponsor. Prior to 8/31/2018, project sponsors are encouraged to contact DEQ staff for assistance with the following:

- Answering questions about this Call and the funding source.
- Determining if the project is a good fit for this funding.
- Conducting a visit to the project site.
- Explaining the required tasks.
- Determining if a SAP will be required.
- Suggesting methods for the project effectiveness evaluation.
- Discussing assistance needed in determining the load reduction estimates.
- Determining the applicability of education and outreach methods.

Previous project sponsors have found that seeking assistance from Nonpoint Source Program staff can improve the quality and competitiveness of their eventual 319 application. Here is our contact information.

Dean Yashan  
406-444-5317  
[dyashan@mt.gov](mailto:dyashan@mt.gov)

Mark Ockey  
406-444-5351  
[mockey@mt.gov](mailto:mockey@mt.gov)

Robert Ray  
406-444-5319  
[rray@mt.gov](mailto:rray@mt.gov)

Eric Trum  
406-444-0531  
[etrum@mt.gov](mailto:etrum@mt.gov)

### STEP 3 – DOWNLOAD AND COMPLETE THE APPLICATION MATERIALS

The fillable **Application form** and **Instructions** are available on DEQ's website:  
<http://deq.mt.gov/Water/WPB/Nonpoint-Source-Program/Guidance-Documents-and-Resources>

Adobe Reader software is required and can be downloaded for free: <http://get.adobe.com/reader/>

If you have any trouble with the form, have questions about required information, or would like us to review and comment on draft versions of your application, contact one of the Nonpoint Source Program staff prior to September 1, 2018.

**Signed applications and required materials must be received by DEQ by 2PM on 9/10/2018.**

As you put together your application and supporting materials, follow the requirements and recommendations outlined below.

### **DEQ Priorities and Project Competitiveness**

The goal of Montana's NPS Program is to protect and restore water quality from the harmful effects of nonpoint source pollution. Some projects create more significant, sustainable reductions in nonpoint source pollution. Where applicable, **address the priorities described in the Project Scoring Sheet (Attachment A)**. In addition, consider the following DEQ recommendations and preferences.

- Projects should address the land use practice that contributes to the problem (as opposed to only addressing the results of poor land use practices).
- Preference will be given to projects that lead to long-lasting reductions in NPS pollution.
- Water quality improvement goals are clearly defined, measurable, and attainable.
- DEQ encourages development of projects that reduce pollutant loading above a permitted point source in a manner that could contribute to future economic benefit for a downstream Montana community. This consideration is based on the positive impacts that upstream nonpoint source pollutant reductions can have on regulated downstream point sources, particularly wastewater treatment plants that must meet challenging nutrient discharge limits over time.
- Project management is an important component of a successful project. It includes effective communication, project planning, administrative skill, and completing projects on time and within budget, etc. When evaluating project management, DEQ will consider performance on previous grants and contracts.
- Projects addressing stream flow through improved water use efficiency should include a mechanism that ensures unused water remains in the stream.

### **Project Tasks**

In general, the following tasks are required for each application:

- Contract Administration
- Education and Outreach Activities
- Project Effectiveness Evaluation
- Load Reduction Estimation (if the project will reduce nitrogen, phosphorus, and/or sediment)
- Operation and Maintenance Plan/Landowner Agreement

For applications from groups willing to distribute funding as mini-grants for educational activities, contract administration and project effectiveness evaluations must be addressed within one or more tasks.

***Contract Administration***

No more than 10% of the requested 319 funds can be used to cover administrative costs. Administrative costs include but are not limited to charges for:

- Preparation and submittal of required reports and reimbursement requests
- Overhead costs
- Expense/budget tracking
- Insurance

***Education and Outreach***

Education and outreach activities should be related to the project. Example E&O activities may include a watershed tour that visits the project site, preparing news releases and newsletter articles covering the project, setting up a kiosk or sign display at the project site, organizing school field trips to the project site, or giving presentations to increase support for similar projects elsewhere in the watershed. The E&O task must identify the target audience, information to be disseminated, method of delivery, and method of evaluating E&O effectiveness.

***Project Effectiveness Evaluation***

All projects must contain a task dedicated to evaluating the effectiveness of the project. The evaluation will need to be focused on whether the tasks outlined in the project were successfully implemented and initial steps toward proper maintenance and operation are underway. Water quality sampling is normally not a requirement for project effectiveness evaluations. However, there may be exceptions and in those situations a DEQ approved SAP might be required.

***Load Reduction Estimation***

For projects addressing nitrogen, phosphorus, sediment, or metals pollution, the project sponsor will work with the DEQ project manager to lay out the appropriate data collection procedures and responsibilities to determine the annual load reductions achieved by the project. Nitrogen, phosphorus, and sediment load reduction estimates are a requirement of EPA and will be submitted to EPA at the end of the project.

***Operation and Maintenance (O&M) and Landowner Agreement***

An O&M plan is necessary for installation of on-the-ground practices. Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed practice(s) functioning as intended. Maintenance includes work to prevent deterioration of the practice(s) or repair of damage that may occur. These O&M activities are required by EPA, and are usually documented in a landowner agreement between the project sponsor and the landowner.

***Helpful Resources***

The following information may be useful in preparing a project:

- The 2017 Montana Nonpoint Source Management Plan (NPS Plan):  
<http://deq.mt.gov/Portals/112/Water/WPB/Nonpoint/Publications/Annual%20Reports/2017NPSManagementPlanFinal.pdf>
- A map showing watersheds with approved total maximum daily loads (TMDLs) and final TMDL documents: <http://deq.mt.gov/Water/WQPB/TMDL/TPAmap>
- Information on existing Watershed Restoration Plans (WRPs) and WRP development:  
<http://deq.mt.gov/Water/WPB/Nonpoint-Source-Program/Watershed-Restoration-Planning>



- The Clean Water Act Information Center (CWAIC) database is available to help you search for information on the impairment and TMDL status of Montana waterbodies. The database can be searched online at [www.cwaic.mt.gov](http://www.cwaic.mt.gov)

## **STEP 4 – SUBMIT YOUR APPLICATION**

**Signed applications and required materials must be received by DEQ by 2PM on 9/10/2018.**

Project sponsors must submit all documents in electronic format, and attachments must be delivered in either PDF or Microsoft Office Suite compatible file format. **DO NOT** send electronic files through Dropbox, WeTransfer, Google Docs, or any other commercially available file transfer service. Electronic documents smaller than five megabytes (5 MB) may be delivered via email to Brian Barnes:

[Brian.Barnes@mt.gov](mailto:Brian.Barnes@mt.gov). Electronic documents larger than five megabytes (5 MB) must be delivered using one of these three options:

- USB Drive (aka jump drive, or thumb drive)
- Compact Disc (CD or CD/DVD)
- The State of Montana's File Transfer Service (signup instructions available at <https://transfer.mt.gov/Home/Instructions>)

CDs and jump drives sent through the mail must be received by 2:00 pm on the deadline and should be mailed to:

Water Protection Bureau  
Brian Barnes  
Department of Environmental Quality  
P.O. Box 200901  
Helena, MT 59620-0901

Contact Brian Barnes to make sure that all documents were received: [Brian.Barnes@mt.gov](mailto:Brian.Barnes@mt.gov) or 406 444-4205.

## **APPLICATION REVIEW AND CONTRACTING**

All applications are reviewed by an Agency Review Panel, by DEQ, and by EPA. Successful project sponsors are then offered a contract for 319 funding.

## **PROJECT SPONSOR PRESENTATIONS, EVALUATION OF APPLICATIONS, AND AWARDING OF FUNDING**

Applications will be reviewed and evaluated by an Agency Review Panel on **October 1, 2018**, in Helena. The panel will be chaired by DEQ, and will include representatives from various state and federal agencies. The review panel meeting is open to the public and project sponsors will be offered an opportunity to present projects to the panel. Presentations will be limited in time, and if unable to attend in person, a phone-in option will be made available.

A scoring sheet will be used during the evaluation process and is included as **Attachment A**. The scoring sheet reflects DEQ's priorities for NPS projects, and project sponsors should review the scoring sheet



and address the criteria within their Application. The scoring sheet is intended to support the Agency Review Panel discussion, however, it is not a final decision making matrix. The Agency Review Panel will use the scoring sheet to make general recommendations to DEQ regarding funding levels and project quality. Notice of Intent to Award will be sent to project sponsors by 10/26/2018.

The EPA has final approval authority over all projects selected by DEQ for funding. EPA reviews the final scopes of work consistency with the 2017 Montana Nonpoint Source Management Plan, consistency with EPA NPS program guidelines, and overall impacts on water quality. DEQ will conduct an Endangered Species Act review to establish necessary parameters for project compliance with the Act. Upon receipt of EPA approval, DEQ will issue contracts to project sponsors who have received funding awards in late spring or early summer of 2019.

## **CONTRACT DEVELOPMENT**

319 funds are administered as contracts. Contracts are legally binding agreements that identify specific products or work that must be completed prior to receiving reimbursement. If you receive a Notice of Intent to Award, DEQ staff will contact you and begin working with you to develop a scope of work, consistent with the tasks found in your application, with DEQ and Agency Review Panel comments, and with DEQ and EPA fiscal procedures and requirements.

### ***Cost Share (Match)***

Project sponsors are required to meet a 40% cost share (also known as match) for the project. Match can be from private, state, local, or non-profit sources, it cannot be from federal sources. Use the following formula to calculate the amount of non-federal match required for your project.

$$[(319 \text{ dollars requested})/.60] - (319 \text{ dollars requested}) = \text{required non-federal match}$$

Example:

Purple Creek Watershed Group is seeking \$135,000 in 319 funding to pay for livestock fencing and riparian replanting.

$$((135,000)/.60) - (135,000) = \text{required non-federal match}$$

$$225,000 - 135,000 = \$90,000 \text{ of required non-federal match}$$

### ***Contract Lifecycle***

Contracts will be awarded in summer (typically June/July/August) of 2019. Projects are expected to be completed within 3 years of the date the contract was signed. Expenses and match incurred by project sponsors prior to the signing of a contract, and after the expiration date of the contract, CANNOT be applied to the contract.

### ***Reporting Requirements and Payment Requests***

Payment requests are on a reimbursement basis. Project sponsors shall request payment no more frequently than monthly and no less frequently than semi-annually. With each payment request, project sponsors are required to submit a report that includes a description of the work completed and justification for expenses incurred. At a minimum, sponsors must submit yearly semi-annual (interim) reports, yearly annual reports, and a final report. Templates and reporting guidance for these reports

can be found at: <http://deq.mt.gov/Water/WPB/Nonpoint-Source-Program/Guidance-Documents-and-Resources>

# FY2019 MONTANA 319 NONPOINT SOURCE PROJECT SCORING SHEET

(To guide Agency Review Panel discussion)

Project Name: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

General Application Considerations		Score* (0, 1, 2 or 3)	Weight	Points Awarded**
<b>A</b>	<b>Agency Review Panel</b>			
A1	The project addresses significant source(s) of nonpoint source pollution within a watershed.		4	
A2	The project will promote self-maintaining, natural, ecological, and social processes that will protect water quality.		4	
A3	Pre-project planning has been initiated and the project has clearly identified tasks that include adequate information to describe work to be accomplished.		4	
A4	Project costs are reasonable as compared to anticipated results.		4	
A5	Nonpoint source goals for the project are clearly defined, measurable, and attainable.		3	
A6	The project involves appropriate partners and has significant stakeholder support.		2	
A7	Outreach and education component(s) of the project targets the most appropriate audience(s) with an appropriate delivery method.		1	
A8	The project location provides direct public recreational or aesthetic benefit.		2	
A9	The project provides additional benefit to natural resources. (improvements directly address recovery of an aquatic species of concern, natural water storage is addressed, direct benefit to native fisheries, wetland enhancement and protection, etc.)		1	

<b>B</b>	<b>Montana DEQ (This section will be completed by DEQ staff prior to the Agency Review.)</b>			
B1	The project is an appropriate next step for making progress towards the removal of a pollutant/waterbody combination from Montana's 2018 Impaired Waters list.		5	
B2	Sufficient technical and managerial resources are available to facilitate completion of the project, including consideration of past performance.		4	
B3	Extent to which the project reduces pollutant loading above a permitted point source in a manner that could contribute to future economic benefit for a downstream Montana community.		3	
B4	Project involves appropriate measures of project effectiveness.		2	

\*1, 2 and 3 correspond to Low, Medium and High, respectively (i.e. 3 = High). 0 indicates the application does not address the question.

\*\*To calculate Points Awards, multiply the Score by the Weight Factor (i.e. 3 x 2= 6 Points Awarded)

<b>Agency Review Panel Score</b>	
<b>Montana DEQ Score</b>	
<b>Total Score</b>	
<b>Funding Recommendation</b> <i>FF = Fully Fund, PF+ = Partial Fund (&gt;50%), PF- = Partial fund (&lt;50%), NF = Not Fund</i>	

***Reviewer comments and justification for funding recommendation.***

**General Comments:** \_\_\_\_\_

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**Tasks and Budget Recommendations:** \_\_\_\_\_

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**Additional Information Required from Sponsor:** \_\_\_\_\_

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